

**Yellow Medicine County Board of Commissioners
Policy Manual**

Policy Statement

TITLE

Photo Identification Cards

CODE

504

REFERENCE

NA

PERSONNEL RESPONSIBLE

County Employees, Elected Officials, and Tenants

EFFECTIVE

10-12-04, amended 5-22-07

POLICY

504.100 Policy Statement – The County has developed a photo I.D. card/nametag (“ID Card”) for all County employees and its tenant employees. The ID Card will be used to identify personnel employed by the County, or its tenants, to facilitate security, and to allow personnel access to various departments/buildings.

504.200 Eligibility – All employees of the County and its tenants will be issued ID Cards.

504.300 Uses

- ID Cards will serve to identify its holder as an employee of the County or one of its tenants and to which department he/she is assigned.
- Employees/tenants are encouraged to display ID Cards while working in and around County facilities to ensure a safe and secure working environment.
- Display of ID Cards may be required under special circumstances and emergencies.

504.400 Card Information – ID Cards will contain the following:

- Photograph
- Department or agency to which the employee/tenant is assigned
- Employee/tenant name
- Payroll ID number

Employees will be given the option to have the following information on their card:

- Date of birth
- Minnesota driver license number
- Height
- Weight
- Blood type

- Gender
- Hire/start date
- EMSRB number, if applicable
- Medical information as requested by the employee/tenant

All employees shall complete and sign a form that requests the above information.

504.500 Responsibilities

- Department heads are responsible for having ID cards issued to new employees.
- Each employee is responsible for the proper care, safekeeping, and use of ID Cards.
- Each department/agency is responsible for the cost of the initial card issued to new employees or to employees who change departments.
- Employees/tenants are responsible for the cost of replacement if an ID Card is lost, damaged, or stolen or for name changes to a card. The replacement fee will be set by the agency producing the ID Cards. Stolen ID Cards shall be reported immediately to the County Sheriff.
- ID Cards are the property of the County. Altering, mutilating, using another's ID Card, or allowing another to use your ID Card will be grounds for disciplinary action.
- Department Heads are responsible for securing the return of ID Cards from former employees/tenants.

AUTHORED BY: County Administrator
DATE: 10-07-04

APPROVED BY: County Board
DATE: 10-12-04
 5-22-07 (amended)

YELLOW MEDICINE COUNTY ID CARD FORM

The following information is mandatory for all ID cards. Please provide the information in the space provided:

NAME	
DEPARTMENT	
PAYROLL ID NUMBER	
PHOTOGRAPH	Pictures will be taken by Emergency Management Staff

The following information is optional information that can be included on the card. Please select which of these you would like included on the card and provide the necessary information in the space provided:

Date of Birth	
MN Driver License Number	
Height	
Weight	
Blood Type	
Gender	
Hire/Start Date	
EMSRB # (if applicable)	
Medical Info. (Allergies, Diabetic, Etc.)	

I understand that I must turn in my ID Card to my Supervisor upon the termination of my employment or elected term with Yellow Medicine County.

Employee Signature

Date